

Mono County Community Development Department

P.O. Box 347
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801
commdev@mono.ca.gov

Compliance Division

P.O. Box 8
Bridgeport, CA 93517
(760) 932-5424, fax 932-5431
ncriss@mono.ca.gov

TO: Special Event Sponsors

FROM: Nick Criss, Compliance Specialist/Special Event Coordinator

SUBJECT: Public and Private Special Events

Enclosed for your event application are: 1) Special Event applications, 2) Assumption of Risk and Release of Liability, 3) Temporary Food Permit, and 4) Board of Supervisors Ordinance 95-01. Please review the following two paragraphs to determine whether your event is classified *Public or Private*.

Public Special Event

"Public Special Event" means any infrequently held activity that: requires extending service needs beyond normal service levels provided at the site; is held at any place other than in a permanent building or permanent installation that has been constructed for the purpose of conducting such activity; to which members of the public are invited or admitted; or is sponsored or encouraged by a club or organization. Public Special Events may include, but are not limited to, outdoor festivals, cultural festivals, carnivals, parades, community celebrations, fundraisers, organized racing events, bazaars, rummage sales, and swap meets held no more than twice a year by any one organization.

Private Special Event

"Private Special Event" means any infrequently held activity located on or in Mono County property such as a community center or county park and is attended by more than 20 people and where members of the public are not invited or admitted, and where alcohol may or not be served.

For Public Special Event organizers, I have enclosed a copy of Ordinance 95-01 relating to requirements of Mono County Code Chapter 5.40, Section 290, delegating authority to the County Administrative Officer regarding waiver requirements of Outdoor Festivals.

Additionally, if your proposed event will require closures of county roads or state highways, please contact me as soon as possible, as the Mono County Board of Supervisors will need to adopt a resolution. In order to obtain an encroachment permit from the California Department of Transportation (Caltrans), contact Ralph Cones at (760) 872-0674 regarding events, encroachments, and state highway closures.

For Public Events where alcohol will be sold, obtain an Alcohol Beverage License prior to the event. Please contact the California Department of Alcoholic Beverage Control (ABC) at (800) 400-7115.

Also included is an Assumption of Risk and Release of Liability form. Please return the completed Special Event application and related documents to the Mono County Compliance Division, located in Mammoth Lakes above Giovanni's restaurant, 30 days prior to your event.

If you have additional questions, or require assistance/coordination with other Mono County departments, call me 8-5 weekdays at 924-1826 or 932-5424.

On behalf of all Mono County staff, we look forward to a successful, safe and – most of all – profitable Special Event Season.

More on back...

**Event Coordinators
Mono County Community Centers**

Antelope Valley Community Center

Mike Bruzzesi
(530) 495-2827 or 495-1200

Benton Community Center

Karen Fitzsimmons
873-5209

Bridgeport Memorial Hall

Amy Welch
932-5440

Chalfant Community Center

Karen Fitzsimmons
873-5209

Crowley Lake Community Center

Charlotte Floyd
935-4567

June Lake Community Center

Vicki Moffett
648-9173

Lee Vining Community Center

Nancy Boman
647-6316, (800) 334-6316

Paradise Firehouse/Community Center

Craig Williams
387-2435

Attachments:

- Public Special Event Application
- Private Special Event Application
- Temporary Food Permit Application
- Mono County Code Ordinance 95-01
- Assumption of Risk and Release of Liability for use of Mono County facility

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**PUBLIC SPECIAL EVENT
APPLICATION**

The following application is intended for all types of Public Special Events, but not all items listed may pertain to your proposed event. Please be as specific as possible regarding items that apply.

EVENT ORGANIZER _____

ADDRESS _____ CITY/STATE/ZIP _____

PHONE _____ FAX _____ E-MAIL _____

NATURE OF EVENT (please provide full description) _____

DATE OF EVENT _____ **HOURS OF EVENT** _____ a.m./p.m. to _____ a.m./p.m.

OTHER OPERATORS/PROMOTERS

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

VENDORS (in lieu of individual Mono County business license) *Use additional sheets if necessary.*

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

NAME _____

ADDRESS _____ CITY/STATE/ZIP _____

☐ **PROFITABLE EVENT** ☐ **NONPROFIT EVENT** (proof of tax-exempt status may be requested)

NUMBER OF ATTENDEES _____

COMMUNITY CENTER RESERVED: ☐ Antelope Valley ☐ Benton ☐ Bridgeport ☐ Chalfant Valley

☐ Crowley Lake ☐ June Lake ☐ Lee Vining ☐ Other site reserved _____

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RESTROOMS: ☐ On-site fixed facilities ☐ Portable, how many? _____

DRINKING WATER: ☐ On-site fountain ☐ On-site sink ☐ Bottled water ☐ Other _____

MEDICAL AID: Type _____ Location _____

SECURITY MEASURES: ☐ Portable fencing ☐ Extra lighting ☐ Sheriff ☐ Other _____

ELECTRICITY: ☐ no ☐ yes, provided by _____, paid by _____

LIVE MUSIC: Type _____ Number of musicians _____

☐ Concert/dance ☐ Amplified from _____ a.m./p.m. to _____ a.m./p.m.

COUNTY PERSONNEL/EQUIPMENT REQUESTED _____

CLEANUP PLAN: Personnel provided by _____ Finish time _____

ADDITIONAL CONTAINERS: Dumpsters, trash bags, etc. supplied by _____

ATTACHMENTS

(Please attach all of the following that apply to your event)

☐ **SCHEDULE OF EVENTS** (include items and times)

☐ **SITE PLAN** (required for events anticipating more than 200 attendees)

Site plan may be hand drawn, not necessarily to exact scale, to show the following:

- Event site location
- Stage/entertainment areas
- Food booths
- Game booths
- Sales booths
- Parking areas
- Restroom facilities
- Street closures
- Dumpsters/trash cans

☐ **LIABILITY INSURANCE** (separate policy required for liquor sales)

☐ **ALCOHOLIC BEVERAGE LICENSE** (from Alcoholic Beverage Control): ☐ No alcohol

☐ **MAPS OR ROUTES** (i.e., bicycle race/tour, 5K-10K runs or other event maps)

☐ **PERMITS:** ☐ Encroachment (Public Works) ☐ Road closure (Public Works)

☐ Food vendor (Environmental Health)

Please mail completed application to: Compliance Division, P.O. Box 347, Mammoth Lakes, CA 93546

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**PRIVATE SPECIAL EVENT
APPLICATION**

All applications must be received three weeks prior to event date. Road closure requires 30-day notice.
To prevent processing delays, please provide all information requested on this application.

ORGANIZATION/APPLICANT(S) _____

ADDRESS _____ **CITY/STATE/ZIP** _____

CONTACT PERSON _____

TELEPHONE _____ **FAX** _____ **E-MAIL** _____

NATURE OF EVENT (please provide full description) _____

DATE OF EVENT _____ **HOURS OF EVENT** _____ a.m./p.m. to _____ a.m./p.m.

COMMUNITY CENTER RESERVED: ☐ Antelope Valley ☐ Benton ☐ Bridgeport ☐ Chalfant Valley
☐ Crowley Lake ☐ June Lake ☐ Lee Vining ☐ Other site reserved _____

NUMBER OF ATTENDEES _____

ALCOHOL SERVED? ☐ No ☐ Yes, proof of liability insurance attached to application

RISK/RELEASE OF LIABILITY FORM: ☐ Signed by applicant, attached to application

AMPLIFIED MUSIC? ☐ No ☐ Yes, from _____ a.m./p.m. to _____ a.m./p.m.

COUNTY PERSONNEL/EQUIPMENT REQUESTED _____

OTHER _____

NOTE: Mono County park facilities cannot be reserved exclusively; facilities will be open to the public during private special events. When using a park facility, setting up early helps stake out your space.

Mono County Environmental Health

P.O. Box 3329
Mammoth Lakes, CA 93546
(760) 924-1800, fax 924-1801

P.O. Box 476
Bridgeport, CA 93517
(760) 932-5580, fax 932-5284

APPLICATION FOR TEMPORARY FOOD PERMIT

Please submit application and \$60 fee (if applicable) at least two weeks prior to event.

NAME OF EVENT _____ DATE OF EVENT _____

LOCATION OF EVENT _____

SPONSOR OF TEMPORARY FOOD STAND _____

CONTACT PERSON _____ PHONE _____

MAILING ADDRESS _____

CITY/STATE/ZIP _____

CALIFORNIA TAX-EXEMPT CORPORATION? ☐ YES ☐ NO

FOOD PREPARATION: In licensed kitchen (restaurant or community center)? ☐ YES ☐ NO

NAME OF FACILITY _____

FOODS

INDICATE SOURCE OF EACH FOOD; LIST ALL FOODS TO BE SERVED. INDICATE WHICH FOODS ARE PACKAGED, BOTTLED OR BULK FOODS.

FOODS TO BE PREPARED AT CONCESSION STAND _____

TYPE OF REFRIGERATION OR HOT HOLDING EQUIPMENT FOR PERISHABLE FOODS

FOOD BROUGHT IN FROM LICENSED FACILITY _____

More on back...

FOOD PREPARED & HANDLED AT BACK BAR ONLY: ☐ YES ☐ NO

PACKAGED OR BOTTLED FOOD OR DRINK ONLY: ☐ YES ☐ NO

UTENSILS & EQUIPMENT

MULTI-USE EATING/DRINKING UTENSILS? ☐ YES ☐ NO

MULTI-USE KITCHEN UTENSILS? ☐ YES ☐ NO

LIST ALL EQUIPMENT TO BE INSTALLED AT BOOTH OR CONCESSION, INCLUDING GRILLS, REFRIGERATORS, SINKS, HOT/COLD RUNNING WATER, OTHER:

FOOD PROTECTED FROM CUSTOMER CONTAMINATION BY SNEEZE GUARDS:

☐ YES ☐ NO

FOOD STAND

SPECIFY FLOOR, WALLS & CEILING MATERIAL OF THE FOOD STAND:

IS STAND PROTECTED FROM DUST CONTAMINATION ON THREE SIDES & TOP?

☐ YES ☐ NO (If not, describe procedure for protection of foods)

OFFICIAL USE ONLY:

PERMIT FEE PAID:

☐ YES ☐ NO DATE _____ RECEIPT # _____ CHECK# _____ ☐ CASH

APPROVAL TO ISSUE PERMIT:

☐ YES ☐ NO DATE _____ BY _____

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TEMPORARY FOOD STANDS RECOMMENDATIONS & REQUIREMENTS

An Environmental Health food permit is required for all temporary food stands.
The policies below apply to charitable/nonprofit and profitable food stands.

WATER SUPPLY & LIQUID WASTE DISPOSAL

WATER SUPPLY: Hot and cold running water under pressure shall be provided in all areas in which food is prepared or utensils are washed. The water shall be from a safe, sanitary supply. H & S Code, Section 114315 (c)

LIQUID WASTE DISPOSAL: Liquid waste shall be disposed of in a manner approved by Environmental Health. H & S Code, Section 114315 (d)

FOOD STAND DESIGN & CONSTRUCTION

FLOORS: Floors shall be smooth and cleanable. Floors may be cement, wood or other smooth surfaces in good condition. Smooth-surfaced asphalt is acceptable. The use of sawdust or other similar materials is prohibited. H & S Code, Section 114315 (a)

WALLS AND CEILINGS: Walls and ceilings shall be constructed of wood, canvas, plastic or fine-mesh fly screening. H & S Code, Section 114315 (b)

DESIGN TO PROTECT AGAINST DUST & OTHER FORMS OF CONTAMINATION: Food stands in which food is prepared shall be enclosed on the top and three sides. Exception: Food stands wherein only beverages and packaged foods are dispensed may be permitted to have open sides and top.

LIGHTING: If food stands are to be operated at night, light shall be provided in all areas of the food stand.

FOODS

PROTECTION OF FOODS: All foods or beverages shall be prepared, stored and displayed so as to be protected from dust, flies, vermin, unnecessary handling, droplet infection, overhead leakage, or contamination. Food and food containers shall be stored at least six inches off the floor. H & S Code, Sections 114320 (b), (e)

FOOD TEMPERATURE POICY: All readily perishable foods shall be kept below 45° F or above 140° F. An accurate thermometer shall be readily available. H & S Code, Section 114320 (c)

HOME-PREPARED FOODS PROHIBITED: All food shall be prepared in a food establishment or on the premises of a temporary food facility. No food or beverage stored or prepared in a private home may be offered for sale, sold or given away from a temporary food facility.

UTENSILS & EQUIPMENT

HOT AND COLD WATER WHERE FOOD PREPARED OR UTENSILS WASHED: Food stands using multi-use kitchen utensils shall be provided with at least a single-compartment sink with hot and cold running water. The sink should be within or adjacent to the food stand, but in no case more than 200 feet from the stand. H & S Code, Section 114315 (c)

TRASH & FOOD WASTE DISPOSAL

TRASH AND GARBAGE IN APPROVED CONTAINERS; DISPOSAL OF WASTE: Adequate refuse containers with tight-fitting lids shall be provided. H & S Code, Section 114320 (h)

FOOD HANDLERS

PERSONAL CLEANLINESS AND HEALTH: Employees preparing or handling food shall wear clean clothing and shall keep their hands clean at all times. H & S Code, Section 114320 (i)

TOILET & LAVATORY FACILITIES FOR FOOD HANDLERS

LOCATION AND NUMBER OF TOILETS AND HANDWASHING FACILITIES: Adequate toilet and hand-washing facilities shall be provided. At least one toilet facility for each 15 employees shall be provided within 200 feet of each temporary food facility. H & S Code, Section 114315 (e)

Except where all food and beverage is prepackaged, hand-washing and utensils-washing facilities approved by the enforcement officer shall be provided within temporary food facilities. H & S Code, Section 114315 (c)

OPEN-AIR BARBECUES

Open-air barbecue facilities may be operated adjacent to temporary food facilities with Environmental Health approval and subject to the requirements of Article 9 (commencing with section 114185). H & S Code, Section 114330

LICENSING & FEE INFORMATION

APPLICATION AND PERMIT: Submit an application to Environmental Health for a food permit with applicable fees at least two weeks prior to the event you wish to attend. A "Permit to Operate" must be issued before you begin operation and be displayed during the time of operation.

POSSIBLE HANDWASHING SETUP

